

## **SAFETY COMMITTEE MEETING MARCH 21, 2017**

Stace Pickering from Consolidated Insurance, along with Elise Langenberg from Downey Insurance, held a meeting this date at 1:00 P.M. in the Commissioners Room, Suite 202, of the Jasper County Courthouse, located at 115 West Washington Street, Rensselaer, Indiana.

The purpose of the meeting was to give the County information on setting up a Safety Committee. Ms. Langenberg stated that she acts as a third party administrator for IPEP, which stands for Indiana Public Employers Plan. She takes care of Safety and Risk Management. She passed out the required OSHA Programs List that consisted of the following programs: Bloodborne Pathogens, Confined Space Entry, Emergency Action Plan, Electrical Hazards, Hazard Communication, Personal Protective Equipment, Lockout Tagout, Trenching, Fall Protection, Lab Safety, Forklift Safety, Respirators, Hearing Protection, Power & Hand Tool Safety, Welding & Cutting Safety, Process Safety (Chlorine), Ladder Safety, Split Rim Tire Safety, Tree Trimming Safety, Asbestos Awareness, Bucket Truck (ANSI 92.2), and Fire Extinguisher Safety. She said if the County does not have any of these programs in written form, she can send copies.

Regarding Bloodborne Pathogens, she said typically the Sheriff and the Health Department have programs. She stated that, for the Hepatitis B vaccine, it's required for the employer to offer the vaccination. Sheriff Risner stated that it's his understanding that you cannot force the employee to get the vaccination. Ms. Langenberg replied that she always suggests, after offering the vaccination within ten days of employment and the employee refuses, to instruct the employee to sign a declination page stating that the employer has offered, but the employee refused. She said that if the County decides to set up a Safety Committee, the County would need to develop a plan. For Confined Space Entry, there are a lot of requirements. This would be one that the Highway Department would work on. Some of the counties she works with have been thinking about an evacuation plan in case there's a bomb threat. She asked what our emergency action plan is for bomb threats. Sheriff Risner replied that we don't have one specifically for bomb threats, but we do have a Standard Operating Procedure. Mrs. Wilson stated that the County does have an evacuation and shelter plan. Ms. Langenberg said that for an evacuation plan, keep in mind where you will be evacuating to and who will be in charge of taking down names. Mrs. Wilson commented that the County has an Evacuation/Disaster Plan that she updates and each department has a copy. Ms. Langenberg mentioned gas leaks and tornados as other disasters to plan for. A plan needs to be in place for people working in the field when tornados and other bad weather comes through the area. She said that, with the Emergency Action Plan, OSHA is requesting that workplace violence also be included. Hazard Communication is another topic to think about. A hazard would be considered anything that you would use in greater quantity and greater frequency than a consumer would use it. She said the Sheriff's Department and the Police Officers are the best at using personal protective equipment; however, she would like to get everyone else to that same level. A lot of times, the person using the tool or chemical is wearing their personal protective equipment, but a person standing in the area is not and ends up getting hurt. Employers are required to do a personal protective equipment assessment. Sheriff Risner said that they have a Standard Operating Procedure. She mentioned the Highway Department and Animal Control as departments that should have personal protective equipment. She said the Safety Committee should think about ways to remove hazards and think about what they want the County's mission statement to be. There are also programs available for office staff. She passed out a diagram titled Ergonomics for the Computer Workstation showing proper angles. She mentioned putting silly putty at desks for those starting to feel the effects of carpal tunnel.

For Safety Training, she said that she's compiled a lot of different programs. Things to consider are: Are you doing safety training? Are you talking about safety for the people working in the field? What is the safety training? Is it effective? Is it pertinent to their work environment?

She mentioned the OSHA 300 logs and a progressive discipline work standard rule. Safety Committees also talk about return to work and light duty. Sheriff Risner stated that we do not have light duty. The employee is either fully released or they're not. She asked if the County has a prescription drug policy and Auditor Grow replied that we do. In regards to the prescription drug policy, she said topics to think about are: What is the policy? Is it working well? Do the employees report that they are taking medication? Also, something else to consider is if the County wants someone coming back to work that's been injured outside of work.

## **SAFETY COMMITTEE MEETING**

### **MARCH 21, 2017**

On Accident / Incident Investigations in regards to slips, trips, falls, sprains and strains, some counties are going to a closed-toe shoe policy. Along with the required OSHA programs, they also have programs on distracted driving. She has the captions they're asking for out of Washington for all employers to implement. She's captioned a program titled "Myths and facts on lighting" that OSHA has a fact sheet on. She said if Jasper County decides that they want a Safety Committee, typically a committee would elect a chairperson and a note taker. They send out agendas and meeting reminders and meet monthly. She also mentioned Hepatitis A and B shots as well as dog bites.

Mr. Bontreger asked how other counties are populating their safety committees. Ms. Langenberg replied that it typically includes all major departments such as: Highway, Sheriff's Department, Health Department, Auditor's Office, Treasurer's Office, Animal Control, Probation and Community Corrections. He also asked what kind of budget is required for this type of committee. She replied that some of them get very creative with their budgets, but yes they do need a budget. Mr. Bontreger then asked if the County gets any better insurance rates if we have a Safety Committee. Mr. Pickering replied that there's no direct correlation between claims versus premium, but the lower the claims, the lower the premium. The worker's compensation insurance is a reflection of claims, so the fewer the claims, the easier it is to keep the premium down.

Ms. Langenberg stated that her Safety Committees review each department's injury reports and checks back that the corrective measures have been taken. She said the reports can be ran with or without names. She said that the County's total so far for 2016 is \$42,000.00, although some claims have not been closed out. She said that worker's compensation is the only insurance that you can reduce the premium if you reduce the number of claims. She gave Auditor Grow a copy of the report.

Ms. Langenberg said she does overall safety training for the counties, sometimes scheduling multiple sessions in one day, free of charge. She said they have a video library list available in DVD form that would be mailed out to be viewed by staff and then it can be mailed back.

She asked Mr. Sinclair if he's seen an increase in the number of dog bites. He replied that it's been about the same. She said that there's a new device out called a bite terminator. You flash it in the dog's face and it opens like an umbrella which causes the dog to run in the opposite direction.

There was a question asked about having a Safety Committee if there is no budget to run it. Ms. Langenberg replied that budgets usually come later, after the savings are realized from the decreasing work-related injuries.

Ms. Langenberg thanked everyone for coming and stated that some counties have outside guest speakers so that is something to think about as well. Some counties also hold 'Lunch 'n' Learn' seminars. She said to be thinking about what Jasper County wants for the County. Mr. Pickering thanked everyone and said, after thinking about the committee, let him know if there are any questions.

---

Kendell Culp, President

---

James A. Walstra, Vice President

---

Richard E. Maxwell, Member